



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, Calif. 95965

(530) 538-7559 Fax (530) 533-7470

RECRUITMENT ANNOUNCEMENT

JOB TITLE: Early Child Development Director

START DATE: As soon as possible

**AREA OF
ASSIGNMENT:** Butte County

POSITION DESCRIPTION

Under general administrative direction, supervises and coordinates the operations, and services of the early child development programs of the Community Action Agency including, but not limited to, Head Start. This is an exempt management classification position. The incumbent monitors and guides staff in the coordination of curriculum program planning and staff training; represents the Agency with other organization and government agencies; interprets Federal and State regulations and policies; and to do related work as required.

PROGRAM DESCRIPTION

Head Start is a federally funded program that delivers a free comprehensive curriculum, and high quality services to low-income preschool-aged children and children with special needs; assist parents in planning age appropriate activities for the home and classroom; encourage parent participation in all components of program; option of part-day or full-day classroom and/or home-based programs; promotion of good health for the entire family by offering resource information and referrals.

EXAMPLE OF DUTIES

1. Plans, organizes, manages, and coordinates the early child development programs, operations, and services of the Community Action Agency including Head Start;
2. Develops early child development program plans to meet the needs of the local community;
3. Prepares the grant application and explains it to other parties;
4. Develops Program financial plans and budgets, including operating costs and capital and extra-ordinary expenditures;
5. Serves as an advocate for child development programs;
6. Develops and carries out a variety of community outreach efforts;
7. Serves as a Program liaison with community agencies and granting and donor agencies;
8. Develops and implements internal information gathering systems and procedures;
9. Analyzes information and develops plans for the improvement of services;
10. Develops annual budgets and monitors program budget performance;
11. Represents the Community Action Agency with the public, boards, commissions, and representatives of granting and donor organizations, as delegated.

TRAINING AND EXPERIENCE:

- A broad and extensive professional work experience in development and implementation of educational programs and child development theories and practices.
- Must have a minimum of a Bachelor's Degree, a Master's Degree is desirable.

<OVER>

OTHER

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. Fingerprinting for conducting a background investigation is required (and completed upon offer of employment).

ABOUT THE AGENCY

The Community Action Agency of Butte County, Inc. has provided a variety of programs and services to low income families since 1967 including Head Start preschool, Senior Nutrition and Home Weatherization. We serve all of Butte County, the *Land of Natural Wealth and Beauty*. Our Administrative Offices are located in Oroville, California which is approximately 68 miles north of Sacramento, in the Northern Sacramento Valley.

ABOUT THE AREA

In 2001 Butte County had an estimated population of 205,973. Butte County is rich in natural beauty, recreation, and education opportunities hosting campuses of California State University, Chico and Butte/Glenn Community College.

SALARY: Range 124, Step A – Z, \$2029.73– 2603.47 semi-monthly

BENEFITS: We offer a very competitive benefit package that includes medical, dental, vision, life insurance, paid sick and vacation leave, 12 paid holidays per year, 3 paid personal days per year, administrative leave and a 403(b) retirement plan (with employer contribution).

DEADLINE: **Open until sufficient qualifying applications have been received.**

TO APPLY: Submit cover letter, CAA application and resume.

To receive application and flyer, contact:

COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.
Office of Human Resources
Attn: Office of Human Resources
2255 Del Oro Avenue
Oroville, CA 95965
530-538-7559, ext. 103
ckelly@buttecaa.com